

# Finance/Sale Desk Flash Card



**AVRS**

For Smog exemptions and other requirements see our  
AVRS Quick Reference: [www.avrs.com/resources](http://www.avrs.com/resources)

AVRS.com  
855.437.4400

## Helpful DMV paperwork requirements:

### TRADE INS

- Trade in with trust name only shown on title:  
Example: Registered owner on title:  
*"Jones Family TRST"*
  - If no trustee name is shown on the title, a REG 256 (Section G) is required attesting to his/her appointment as trustee or successor trustee by the trustor.
  - Example for REG 256 wording: "I, John Jones, have been appointed as trustee (or successor trustee by the trustor) for Jones Family TRST"
  - Title or REG 262 must be signed off by trustee or successor trustee:  
*John Jones Family Trust by:  
John Jones - Trustee*
- Two signatures are required on a California title if "/" appears between names  
Example: *Smith, John Paul /  
Smith, Mary Elizabeth*
- Out of state titles that do not distinguish "or" require two signatures
- Titles that have "and/or" between names require two signatures
- Leased vehicles require printed company name and signature for leasing company on Report of Sale, REG 262, and title as applicable.  
Example: *Four Wheels Leasing by J. Smith*

### COMMERCIAL VEHICLES

- When converting a qualifying vehicle from Auto to Commercial registration a weight certificate must be obtained.
- GVW (Gross Vehicle Weight) for pick up is required on New and Used Reports of Sale.
- GVW/CGVW: Commercial vehicles over 6,000 lbs (this does not include body type "pick up") require a Declaration of Gross Vehicle Weight or Combined Gross Vehicle Weight on a REG 4008. The REG 4008 must accompany New or Used Vehicle Transaction.

### OTHERS

- If a California notary publics signature is dated after 1/1/15, the new notary acknowledgement statement must be included on REG 227, REG 166, REG 5065. (VIN 2014-31)
- A salesperson number must be listed on Report of Sale.
- If used vehicle only has one license plate, remove from vehicle and request new license plates. (REG 156)